

Section 4-3. APPLICATION FOR DLAMP ACADEMIC FUNDING FOR ALL GRADUATE COURSES

Background

DLAMP will provide funding for costs associated with approved graduate courses. This includes both full-time and part-time study for completion of a master's degree and part-time graduate study for participants who have advanced degrees but will take additional courses in business management and public policy areas to round out their backgrounds. All course requests must be fully approved by the participant's supervisor and the DLAMP Program Manager prior to attending class. Otherwise, the student will be personally liable for any expenses incurred.

General Rules and Procedures

1a. DLAMP funding will be provided for approved courses and include the following costs:

- Tuition (generally limited to in-state tuition costs where applicable)
- Mandatory student fees - technology, resource, registration, credit fees, 3rd party billing, library, lab, etc.
- Books and required course packs (includes shipping, handling and taxes).
- Local travel costs for mileage in excess of normal commute to and from work in accordance with JTR.
- Parking fees.

1b. Expenses not funded by DLAMP include:

- Costs incurred for college admission.
- Transcript requests from previous universities and colleges (transfer credit).
- Aptitude tests (e.g., GMAT, GRE)
- Fulfillment of any other admissions requirements such as letters of recommendation.
- Prerequisite courses at the baccalaureate level required for admittance into a specific master's degree program or an individual graduate course. However, DLAMP will consider funding graduate-level prerequisites for a specific degree program on a case-by-case basis.
- Routine expenses, such as computers, software, internet connections, paper, calculators, pens and pencils, reproduction, mailing papers, etc.

2. Participants approved for and enrolled in graduate courses are required to list the costs for tuition and mandatory fees for each course on a separate DD Form 1556, Request Authorization, Agreement, Certification of Training and Reimbursement. The DD Form 1556 will be completed by the participant and must be approved by the participant's

supervisor prior to submission to DLAMP for final review and approval. For each course, the participant must complete Section E – Trainee Agreement/Certification on page 2 of the DD Form 1556. Enter the period of obligated service in block 38 (f) according to your Component or agency guidelines and then sign and date block 39 on the bottom of the page. This signature certifies that the participant understands and commits to the required service obligation following completion of coursework. Fax the completed DD Form 1556 with a copy of the course description from the university catalog, tuition cost, and billing information to DLAMP at (703) 696-9581. Complete tuition funding requests must be received by DLAMP at least four (4) weeks prior to the beginning of the course. (DD Form 1556 is available on the DLAMP website at www.cpmc.osd.mil/dlamp).

3. DLAMP will not pay for any course that has not been approved by the participant's supervisor and the DLAMP Program Manager prior to the course start date. Your supervisor's signature in Block 32 of the DD Form 1556 confirms that he/she approves of your enrollment in a particular college course that is to be funded by DLAMP as a master's degree or round out course.

4. The participant must use the Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, to submit a claim for reimbursement of textbook costs and/or local travel in excess of the normal commute to and from work (in accordance with JTR). Reimbursement requests for books should be submitted on a separate SF 1164 than that submitted for reimbursement of mileage and parking costs. Detailed instructions for the completion of a SF 1164 and frequently asked questions are found on the DLAMP website.

5. Any changes in course enrollments during the university's drop/add period must be reported to DLAMP and the original DD Form 1556 cancelled. A new DD Form 1556 must be prepared for any substitute course and submitted to DLAMP with the supervisor's signature. Additional costs related to student-initiated course withdrawals after the initial class start date will be the responsibility of the participant, unless the withdrawal was due to circumstances beyond the participant's control.

6. The participant must submit grade reports to DLAMP within six (6) weeks after the semester ends. If the grades are not available, the participant will notify DLAMP within six (6) weeks after the semester ends and will submit the grade(s) as soon as they are available. Grade reports should be faxed to DLAMP at (703) 696-9581. Any participant who fails to earn a passing grade for a course will be required to reimburse DoD for the full cost of tuition, books and student fees unless failure was due to circumstances beyond the participant's control. Funding will not be provided for subsequent graduate courses until repayment has occurred. If a student is required by a university to retake a graduate course for which he received a low passing grade, DLAMP will not provide funding for a repeat of the same course.